

ADMINISTRATIVE SEPARATION REQUIREMENTS FOR ALL PACKAGES THAT SNM'S  
HAVE UNDER SIX YEARS OF ACTIVE SERVICE AND GENERAL DISCHARGE IS  
THE LEAST FAVORABLE CHARACTERIZATION OF SERVICE ALLOWED

- \*6203.1 PARENTHOOD
- \*6203.2 PHYSICAL CONDITION NOT A DISABILITY
- \*6203.3 PERSONALITY DISORDER
- 6203.5 INVOLUNTARY DISENROLL FROM OFFICER CANDIDATE PROGRAM
- 6203.6 FAIL/DISENROLL LAT SCHOOL
- 6204.2 ERRONEOUS ENLISTMENT/REENLISTMENT
- \*6206.5A UNSANITARY HABITS
- \*6206.5B UNSATISFACTORY PERFORMANCE
- 6209 ALCOHOL REHABILITATION FAILURE
- 6214 SEPARATION IN THE BEST INTEREST OF THE SERVICE
- \*6215 WEIGHT CONTROL

**References:** All references are to sections in the MARCORSEPMAN, unless otherwise stated.

\* SNM must be counseled IAW par 6105. SNM can **only** be processed if he/she fails to follow corrective action.

The following apply to all of the above type discharges. See the additional requirements that apply to the specific basis you want.

Check-off if covered

- \_\_\_\_ 1. The respondent has been notified by the CO of the following: (as required by par
  - \_\_\_\_ a. The general and specific basis for the proposed action and the paragraph of
  - \_\_\_\_ b. The factual basis for the recommendation, i.e. "...your unavailability for
  - \_\_\_\_ c. The least favorable characterization of service is General under honorable
  - \_\_\_\_ d. The right to consult with counsel.
  - \_\_\_\_ e. The right to submit written statements.
  - \_\_\_\_ f. The right to obtain copies of the documents in the action.
  - \_\_\_\_ g. The right to waive these rights.
- \_\_\_\_ 2. The notification has been signed and dated.
- \_\_\_\_ 3. The respondent has acknowledged the notification.

- \_\_\_\_\_ a. He/she understands the recommendation set forth in the notification and the Acknowledgment reflects the exact same information as the Notification.
- \_\_\_\_\_ b. The respondent has initialed each right given to him/her by the notification
- \_\_\_\_\_ 4. The acknowledgment has been properly witnessed and dated (**not prior to notification**).
- \_\_\_\_\_ 5. The notification and the acknowledgment contain the same:
- \_\_\_\_\_ a. Basis for the proposed separation.
- \_\_\_\_\_ b. Recommended characterization of service.
- \_\_\_\_\_ c. Least favorable characterization of service.
- \_\_\_\_\_ 6. The respondent has read and signed the Purpose and Scope of the NDRB and BCNR (as required by par 6104).
- \_\_\_\_\_ 7. The NDRB and BCNR has been properly witnessed and dated (not prior to notification).
- \_\_\_\_\_ 8. The CO's letter of recommendation MCABWA 1900/3 to the CG has been signed and dated by the Squ
- \_\_\_\_\_ 9. All necessary enclosures to the CO's recommendation are listed, included, and in proper order.
- \_\_\_\_\_ a. Statement from OIC and SNCOIC addressing the Marine's performance and conduct requir
- \_\_\_\_\_ 10. The right side of the respondent's SRB is included as an enclosure. All pages are in order an updated, to include. From the left side include all the DD 1966 pages.
- \_\_\_\_\_ a. Enlistment/Reenlistment Contract; Pages 4/1, 4/2, and 4/3
- \_\_\_\_\_ b. Page 11, 12, and 13 (entries are complete)
- \_\_\_\_\_ c. ROS (is updated w/most recent SA and RD marks) with Pro/Con **average**
- \_\_\_\_\_ d. RED (is legible)
- \_\_\_\_\_ 11. A par 6105 counseling entry has been made concerning the deficiency. (as required by par 6203.1, 6203.2, 6203.3, 6206, 6215) **and evidence of failure to comply with the counseling.**
- \_\_\_\_\_ 12. If there is any documentation of alcohol related incidents

- \_\_\_\_\_ a. A medical officer's evaluation diagnosing the respondent as an alcohol
- \_\_\_\_\_ b. Statement of Understanding is included in package.
- \_\_\_\_\_ 1. Labeled an enclosure, and put in correct order.
- \_\_\_\_\_ 2. Signed by respondent in all spaces that apply.
- \_\_\_\_\_ 3. witnessed and dated in all spaces that apply.
- \_\_\_\_\_ 13. All enclosures are numbered and in correct order.
- \_\_\_\_\_ 14. All correspondence has been checked for spelling, punctuation, and grammar.
- \_\_\_\_\_ 15. All names and social security numbers are correct.
- \_\_\_\_\_ 16. Any and all relevant documentation that supports the reason for discharge is included  
i.e. police reports, medical records, statements of superiors etc. etc.

## **SPECIFIC REQUIREMENTS FOR DIFFERENT BASES**

### **PARENTHOOD**

- \_\_\_\_\_ A. Parenthood (par 6203.1).
  - \_\_\_\_\_ 1. Marine's parental responsibilities result in repeated absenteeism, interfere
  - \_\_\_\_\_ 2. Counseled IAW par 6105. For example see Encl 5.

### **PHYSICAL CONDITION NOT A DISABILITY**

- \_\_\_\_\_ A. Physical Condition (par 6203.2).
  - \_\_\_\_\_ 1. A medical officer's evaluation showing physical condition beyond the
  - \_\_\_\_\_ 2. Evidence of how the physical condition interferes with the Marine's
  - \_\_\_\_\_ 3. Counseled IAW par 6105. For example see Encl 5.

### **PERSONALITY DISORDER**

- \_\_\_\_\_ A. Personality Disorder (par 6203.3).
    - \_\_\_\_\_ 1. Notification of Mental Health Evaluation and Patient Rights. For example
    - \_\_\_\_\_ 2. Acknowledgment of Mental Health Evaluation and Patient Rights. For
    - \_\_\_\_\_ 3. Separation is not appropriate under any other basis.
    - \_\_\_\_\_ 4. Counseled IAW par 6105. For example see Encl 5.
    - \_\_\_\_\_ 5. A medical officer's evaluation showing personality disorder (as required by
    - \_\_\_\_\_ 6. Nonmedical evidence of personality disorder (as required by par 6203.3),
- function in the Marine Corps.

### **DISENROLLED INVOLUNTARILY FROM OFFICER CANDIDATE PROGRAM**

- \_\_\_\_\_ A. Disenrolled Involuntarily from Officer Candidate Program (par 6203.5).
  - \_\_\_\_\_ 1. Disenrolled from officer candidate program under conditions in which the candidate did not incur, or does not have, any remaining service obligation.

## **FAILURE OR DISENROLLMENT FROM LATERAL SCHOOL SEAT ASSIGNMENT**

- \_\_\_\_\_ A. Failure or Disenrollment from lateral school seat assignment (par 6203.6).
- \_\_\_\_\_ 1. Failure to comply with an express condition of enlistment/reenlistment; e.g. after failing, or being voluntarily or involuntarily disenrolled from , an MOS school/OJT under conditions not resulting in a service obligation to the member.

## **ERRONEOUS ENLISTMENT/REENLISTMENT**

- \_\_\_\_\_ A. Erroneous Enlistment/Reenlistment (par 6204.2).
- \_\_\_\_\_ 1. The action would not have occurred had the relevant facts been known by
- \_\_\_\_\_ 2. The action was not the result of fraudulent conduct on the part of the
- \_\_\_\_\_ 3. The defect is unchanged in material respects.
- \_\_\_\_\_ 4. Case has been investigated and a complete report promptly submitted to the CMC (MMSR-3).
- \_\_\_\_\_ 5. **Characterization of service is Honorable or uncharacterized.**

## **UNSATISFACTORY PERFORMANCE**

(unsanitary habits/ or unsatisfactory performance of duties)

- \_\_\_\_\_ A. Unsatisfactory Performance (par 6206).
- \_\_\_\_\_ B. Counseled IAW par 6105. For example see Encl 5.
- \_\_\_\_\_ C. Proof of failure to maintain required proficiency in grade or marginal fitness report
- \_\_\_\_\_ D. Additional documentary evidence of the respondent's deficiency, i.e. medical records,
- \_\_\_\_\_ E. All documentation required for Weight Control Failure apply to those Marines who fail to make a "reasonable effort" to lose weight and are processed for Unsatisfactory Performance vice Weight Control Failure.

## **ALCOHOL REHABILITATION FAILURE**

**(under six years active service)**

- \_\_\_\_\_ A. Alcohol Rehabilitation Failure (par 6209).
- \_\_\_\_\_ B. Counseled IAW par 6105. For example see Encl 5.
- \_\_\_\_\_ C. Proof that the respondent was afforded the opportunity to attend treatment and rehabilitation (Level II and/ or III), i.e. orders to report to an alcohol rehabilitation facility, or completion certificate. (as required by par 6209.4).
- \_\_\_\_\_ D. Proof of refusal to attend treatment, failure to participate in treatment, or failure to successfully complete treatment. (as required by par 6209).
- \_\_\_\_\_ E. JDAC evaluation diagnosing the respondent as returning to "uncontrolled alcoholic drinking" if SNM has finished treatment and is in 1 year aftercare period.
- \_\_\_\_\_ F. Police reports, blotter entries etc.. documenting alcohol related incidents, if any.

## SEPARATION IN THE BEST INTEREST OF THE SERVICE

\_\_\_\_\_ A. Separation in the best interest of the service (par 6214).

\_\_\_\_\_ 1. Separation is not appropriate under any other basis.

\_\_\_\_\_ 2. A special notification and acknowledgment of rights is required. (Contact

**Note:** The Secretary of the Navy will approve or disapprove the discharge.

## WEIGHT CONTROL FAILURE

\_\_\_\_\_ A. Weight Control Failure (par 6215).

\_\_\_\_\_ 1. Marine has made "reasonable effort" to lose weight. Consult SJA for

\_\_\_\_\_ 2. Counseled IAW par 6105. For example see Encl 5.

\_\_\_\_\_ 3. Documentation that the respondent was placed on the weight control

\_\_\_\_\_ a. **Go exactly by the sample correspondence in MCO 6100.10 also**

\_\_\_\_\_ 4. Appropriately Credentialed Health Care Provider (ACHCP) determined that the respondent's weight was not due to a pathological disorder (as required by MCO 6100.10B). An independent duty corpsman (IDC) is **not** an ACHCP.

\_\_\_\_\_ a. First evaluation is included.

\_\_\_\_\_ b. A reevaluation is included.

\_\_\_\_\_ c. Both evaluations signed, stamped and in proper chronological order.

\_\_\_\_\_ 5. The respondent has been notified by the CO of being placed on the weight

\_\_\_\_\_ 6. The respondent has acknowledged being placed on the weight control

\_\_\_\_\_ 7. All weights are recorded to include:

\_\_\_\_\_ a. The maximum authorized weight.

\_\_\_\_\_ b. The history of weight of the respondent.

\_\_\_\_\_ c. The most current weight.

\_\_\_\_\_ 8. All weight control documents are dated and in chronological order.

# ADMINISTRATIVE SEPARATION REQUIREMENTS

1. DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS IS THE LEAST FAVORABLE CHARACTERIZATION OF SERVICE ALLOWED.
2. HOMOSEXUAL CONDUCT, OR
3. OVER SIX YEARS OF ACTIVE SERVICE

6207	HOMOSEXUAL CONDUCT
6209	ALCOHOL REHABILITATION FAILURE
*6210.2	MINOR DISCIPLINARY INFRACTIONS
*6210.3	PATTERN OF MISCONDUCT
6210.5	DRUG ABUSE
6210.6	COMMISSION OF A SERIOUS OFFENSE
6210.7	CIVILIAN CONVICTION
6210.8	SEXUAL HARASSMENT

**References:** All references are to sections in the MARCORSEPMAN, unless otherwise stated.

\* SNM must be counseled IAW par 6105. SNM can **only** be processed if he/she fails to follow corrective action.

**\*\* Least favorable characterization will be under honorable conditions or uncharacterized.**

Check-off if covered

- \_\_\_ 1. The respondent has been notified by the CO of the following: (as required by par 6304).
- \_\_\_ a. The basis for the proposed action is (Misconduct or Homosexual
  - \_\_\_ b. The least favorable characterization of service is under other than honorable conditions; for all Misconduct (anything that begins with 6210) or for Homosexual Conduct which involves aggravated circumstances as listed in par 6207.5, or fraudulent enlistment under aggravating circumstances
  - \_\_\_ c. The right to consult with counsel.
  - \_\_\_ d. The right to submit written statements.
  - \_\_\_ e. The right to obtain copies of the documents in the action.
  - \_\_\_ f. The right to waive these rights.
  - \_\_\_ g. The right to an Administrative Discharge Board
    - \_\_\_ 1. The right to appear in person before such a board, but if confined
    - \_\_\_ 2. The right to be represented by military counsel.
    - \_\_\_ 3. The right to be represented by civilian counsel, at respondent's
    - \_\_\_ 4. The right to challenge members of the board.
    - \_\_\_ 5. The right to testify on his/her own behalf.

- \_\_\_\_\_ 6. The right to submit matter during the proceedings.
- \_\_\_\_\_ 7. The right to call witnesses on his/her behalf.
- \_\_\_\_\_ 8. The right to question witnesses before the board.
- \_\_\_\_\_ 9. The right to present argument before the board.
- \_\_\_\_\_ 10. The right to request a copy of the report of the board.
- \_\_\_\_\_ 11. That failure to appear constitutes a waiver of his/her right to be
- \_\_\_\_\_ 12. The right to make a sworn or unsworn statement.
- \_\_\_\_\_ 13. The right to examine evidence presented by the board, and to
- \_\_\_\_\_ h. If the respondent is serving in pay grade E-4 or above and is being separated under other than honorable conditions, he/she will be administratively reduced to lance corporal, such reduction to become effective upon separation.
- \_\_\_\_\_ 2. The notification has been signed and dated. by the Commanding Officer.
- \_\_\_\_\_ 3. The respondent has acknowledged the notification.
  - \_\_\_\_\_ a. Marine acknowledges the same information provided in the Notification: basis for separation, (misconduct), sub-category (drug abuse) and SEPSMAN paragraph (6210.5), type of characterization CO is recommending (OTH) and what is least favorable characterization he can receive (OTH)
  - \_\_\_\_\_ b. He/she understands the recommendation set forth in the notification.
  - \_\_\_\_\_ c. The respondent has initialed each right given to him/her by the
- \_\_\_\_\_ 4. The acknowledgment has been properly witnessed and dated (**not prior to notification**).
- \_\_\_\_\_ 5. The notification and the acknowledgment contain the same:
  - \_\_\_\_\_ a. Basis for the proposed separation.
  - \_\_\_\_\_ b. Recommended characterization of service.
  - \_\_\_\_\_ c. Least favorable characterization of service.
- \_\_\_\_\_ 6. The respondent has read and signed the Purpose and Scope of the NDRB and BCNR (as required by par 6104).
- \_\_\_\_\_ 7. The NDRB and BCNR has been properly witnessed and dated (not prior to notification).
- \_\_\_\_\_ 8. The CO's letter of recommendation MCABWA 1900/3 to the CG has been signed and dated by the Squadron and Group Commanding Officers.
- \_\_\_\_\_ 9. All necessary enclosures to the CO's recommendation are listed, included, and in proper order.



- a. Statement from OIC and SNCOIC addressing the Marine's performance and conduct required. The CG wants to know what the people who see the Marine everyday think of his performance and conduct. For example see enclosure. No verbatim, identical statements!
- \_\_\_ 10. The right side of the respondent's SRB is included as an enclosure. All pages are in order and updated, to include. From the left side include all the DD 1966 pages.
  - \_\_\_ a. Enlistment/Reenlistment Contract; Pages 4/1, 4/2, and 4/3
  - \_\_\_ b. Page 11, 12, and 13 (entries are complete)
  - \_\_\_ c. **ROS (is updated w/most recent SA and RD marks) with Pro/Con average reflecting last markings (not penned in with average not updated)**
  - \_\_\_ d. RED (is legible)
- \_\_\_ 11. If there is any documentation of significant alcohol related incidents
  - \_\_\_ a. A medical officer's evaluation diagnosing whether the respondent has an alcohol abuse or dependence problem is required.
  - \_\_\_ b. Veterans Administration Statement of Understanding is included in
    - \_\_\_ 1. Labeled an enclosure, and put in correct order.
    - \_\_\_ 2. Signed by respondent in all spaces that apply.
    - \_\_\_ 3. Witnessed and dated in all spaces that apply.
- \_\_\_ 12. All enclosures are numbered and in correct order.
- \_\_\_ 13. All correspondence has been checked for spelling, punctuation, and grammar.
- \_\_\_ 14. All names and social security numbers are correct.
- \_\_\_ 15. **Any and all** relevant documentation that supports the reason for discharge is included i.e. police reports, medical records, statements of superiors, additional misconduct that has occurred since notification etc. etc. to function in the Marine Corps. Statements from superiors who observe the Marine daily/frequently.

### **HOMOSEXUAL CONDUCT**

- \_\_\_ A. Homosexual Conduct (par 6207).
  - \_\_\_ 1. **Contact Deputy SJA immediately prior to processing**
  - \_\_\_ 2. Evidence indicating Marine has engaged in, attempted to engage in or
  - \_\_\_ 3. Preliminary inquiry conducted and put in package.
  - \_\_\_ 4. Statement of Marine that he/she is homosexual or bisexual.
  - \_\_\_ 5. Marine of the following in the Commanding Officer's notification: That Marine will also be advised of the USMC policy on homosexual conduct.
  - \_\_\_ 6. Give the Marine a copy of 6207.1. Document that in the package.

- \_\_\_\_ 7. All homosexual conduct discharges rate an administrative discharge board regardless of discharge recommended.

**ALCOHOL REHABILITATION FAILURE**  
**(over six years of active service)**

- \_\_\_\_ A. **Processing of Alcohol Rehabilitation Failure will only take place if there is a Dual Basis for Separation.**
- \_\_\_\_ B. Alcohol Rehabilitation Failure (par 6209).
- \_\_\_\_ C. Counseled IAW par 6105. For example see Encl 5.
- \_\_\_\_ D. Proof that the respondent was afforded the opportunity to attend treatment and rehabilitation (Level II and/ or III), i.e. orders to report to an alcohol rehabilitation facility, or completion certificate. (as required by par 6209.4).
- \_\_\_\_ E. Proof of refusal to attend treatment, failure to participate in treatment, or failure to successfully complete treatment. (as required by par 6209).
- \_\_\_\_ F. JDAC evaluation diagnosing the respondent as returning to "uncontrolled alcoholic drinking".
- \_\_\_\_ G. Police reports, blotter entries etc. documenting alcohol related incidents, if any.

**MINOR DISCIPLINARY INFRACTIONS**

- \_\_\_\_ A. Minor Disciplinary Infractions (par 6210.2).
- \_\_\_\_ 1. Par 6105 counseling entry has been included.
- \_\_\_\_ 2. Three or more disciplinary infractions as evidenced by NJP's and/or par

**PATTERN OF MISCONDUCT**

- \_\_\_\_ A. Pattern of Misconduct (par 6210.3).
- \_\_\_\_ 1. Par 6105 counseling entry has been included with misconduct occurring **AFTER** the par 6105 counseling entry.
- \_\_\_\_ 2. At least two or more discreditable involvement's with civil/military authorities or instances of conduct prejudicial to good order and discipline.

**MORE SERIOUS THAN MINOR DISCIPLINARY INFRACTIONS  
(I.E.. DOES MANUAL FOR COURTS-MARTIAL PUNISHMENT TABLE PROVIDE  
FOR BAD CONDUCT DISCHARGE OR DISHONORABLE DISCHARGE? IF NOT  
THEN USE MINOR DISCIPLINARY INFRACTIONS.)**

**DRUG ABUSE**

- \_\_\_\_ A. **Drug Abuse (par 6105).**
- \_\_\_\_ 1. Medical Officer's or certified Drug Counselor's evaluation diagnosing the respondent as a drug abuser, drug dependent or SNM's substance use below the diagnostic level.
- \_\_\_\_ 2. Statement of Understanding is included in package.
- \_\_\_\_ a. Labeled an enclosure, and put in correct order.

- \_\_\_\_\_ b. Signed by respondent in all spaces that apply.
    - \_\_\_\_\_ c. Witnessed and dated in all spaces that apply.
  - \_\_\_\_\_ 3. Appropriate confirmation /verification of drug use.
    - \_\_\_\_\_ a. Unclassified message from Naval Drug screening lab.
      - 1. If SNM used steroids then it will be a report from UCLA Olympic analytical laboratory vice the message.
    - \_\_\_\_\_ b. Urine sample custody document DD 2624.

(Check Encl 4 to see if test basis is valid for NJP or OTH. i.e.. "Command Directed" = Problem. Ensure a copy of both sides is included.)

- c. Signature in SACO's logbook. **BLACK OUT THE SSN'S OF OTHER MARINES. ONLY 1 SSN, THE BAD GUY'S SHOULD BE VISIBLE.**
    - \_\_\_\_\_ 4. Documentation of disciplinary actions taken against the respondent for drug use, i.e. NJP or court-martial.
    - \_\_\_\_\_ 5. Urinalysis test basis is usable for NJP and characterization of service. For
    - \_\_\_\_\_ 6. Copy of DD 1966 from left side of Service Record Book.

#### COMMISSION OF A SERIOUS OFFENSE

- \_\_\_\_\_ A. Commission of a Serious Offense (par 6210.6).
  - \_\_\_\_\_ 1. Documented evidence of the offense i.e. Pretrial agreement, grand jury arraignment, police report, CID/NCIS reports or other court documents.
  - \_\_\_\_\_ 2. The specific circumstances of the offense
    - \_\_\_\_\_ a. Circumstances warrant separation.
    - \_\_\_\_\_ b. A Bad conduct discharge or Dishonorable discharge is authorized for the same or similar offense. Check Manual for Courts-Martial.
  - \_\_\_\_\_ 3. Civilian conviction is **not necessary**.

#### CIVILIAN CONVICTION

**Note: Not recommended for use.**

- \_\_\_\_\_ A. Civilian Conviction (par 6210.7).
  - 1. **For faster processing, process under par 6210.6** (Commission of a Serious Offense) so action on the appeal required by par 6210.7 is not a factor. Otherwise, provide proof that the appeal period has expired, the outcome of an appeal or a documented request from the Marine asking for separation.

#### SEXUAL HARASSMENT

- \_\_\_\_\_ A. Sexual Harassment (par 6210.8). **Processing for separation is mandatory following the first substantiated incident of sexual harassment involving any of the following circumstances**
  - \_\_\_\_\_ 1. Threats or attempts to influence another's career or job for sexual favors.
  - \_\_\_\_\_ 2. Rewards in exchange for sexual favors.
  - \_\_\_\_\_ 3. Physical contact of a sexual nature which, if charged as a violation of the UCMJ, could result in a punitive discharge.

**NOTE: The basis for separation shall be under paragraphs 6210.2, 6210.3 or 6210.6. Counseling per par 6105 is not required for processing a Marine for separation under this paragraph, unless the Marine is processed under paragraphs 6210.2 or 6210.3**

8. Full length photograph in "C" service uniform or PT gear. (As required by Air

**SAMPLE NOTIFICATION FOR MHE**

(date)

From: Commanding Officer  
To: SNM

Subj: NOTIFICATION OF MENTAL HEALTH EVALUATION AND PATIENT RIGHTS

Ref: (a) SECNAVINST 6320.24

1. You are being referred for a mental health evaluation (MHE). You are ordered to report to (POC) located at (location) at (time/date) to undergo the MHE.
2. The following is a description of your behaviors and/or verbal expressions which I considered in determining the need for an MHE: (description).
3. Prior to making this referral the following mental health professional (MHP) was consulted: (name). (or, No mental health professional (MHP) was consulted prior to making this referral as (reason)).
4. Per reference (a), you are entitled to the rights listed below:
  - a. The right upon your request to meet with a judge advocate (or attorney employed by the Department of Defense (DOD)) who is made available to advise you of the ways in which you may seek redress should you question this referral.
  - b. The right to submit to the Inspector General (IG) for investigation an allegation that your MHE referral was a reprisal for making or attempting to make a lawful communication to a member of Congress, any appropriate authority in your chain of command, an IG, or a member of an audit, inspection, investigation, or law enforcement organization, or for any other violation of reference (a).
  - c. The right to a second MHE by an MHP of your own choosing provided such MHPs reasonably available. Reasonably available means the MHP must be available to conduct the MHE within ten business days. The availability of DOD employed MHPs is determined by the commanding officer of the MHP using the ten business day standard. Evaluations by an MHP of your own choosing shall be at your own expense. You will not be charged for a DOD MHP's professional fees, however, ancillary costs such as travel to the site of the evaluation will be at your own expense.

d. The right to lawfully communicate without restriction with an IG, attorney, Member of Congress, or others about your referral for an MHE.

Subj: NOTIFICATION OF MENTAL HEALTH EVALUATION AND PATIENT RIGHTS

e. The right, except in emergencies, to have two business days to meet with an attorney, IG, chaplain, or other appropriate party prior to a scheduled MHE. If your condition requires the MHE to be conducted earlier than two business days, the reason will be stated in writing as part of the request for MHE.

f. In instances where because of your assignment to a naval vessel or in any other circumstances related to your military duties compliance with the above procedures is impracticable, I will prepare and give you a copy of a memorandum setting forth the reasons for the inability to comply with such procedures.

5. The following authorities can assist you if you wish to question this referral:

a. Military Attorney: (location/phone number/hours)

b. Inspector General: (local name/address phone number)

Naval Inspector General  
(202) 433-2000  
DOD Inspector General

**SAMPLE ACKNOWLEDGMENT OF RIGHTS**

**ENCLOSURE (1)**

(date)

From: (rank or rate name, etc.)

To: Commanding Officer, (command)

Subj: NOTIFICATION OF MENTAL HEALTH EVALUATION AND PATIENT RIGHTS

Ref: (a) Your letter (enter description)

(b) SECNAVINST 6320.24

1. I acknowledge (b) my signature that I have received the notice and rights set forth in references (a) and (b).

2. I understand that if I choose to question the mental health evaluation (MHE) referral, that I may do so without fear of reprisal for or restriction on my lawful communications. I further understand, however, that even if I choose to question the MHE referral, I must still report to the medical treatment facility at the time and date ordered and that failure to do so may constitute a violation of the Uniform Code of Military Justice.

3. I elect the following rights circled below:

a. To consult with a judge advocate (or attorney employed by the Department of Defense (DOD)) who is made available to advise me of the ways in which I may seek redress for the MHE referral.

Yes/No.

b. To submit to the inspector general (IG) for investigation an allegation that the MHE referral is a reprisal for making or attempting to make a lawful communication to a member of Congress, any appropriate authority in my chain of command, an IG, or a member of an audit, inspection, investigation, or law enforcement organization, or for any other violation of reference (b).

Yes/No

c. To lawfully communicate without restriction with an IG, attorney, member of Congress, or others about the referral for a MHE.

Yes/No

d. To have two business days to meet with an attorney, IG, chaplain, or other appropriate party prior to the scheduled MHE.

Yes/No

e. To waive all of the above.

Yes/No

**ENCLOSURE (2)**

Subj: NOTIFICATION OF MENTAL HEALTH EVALUATION AND PATIENT RIGHTS

4. (If Applicable) I have consulted with an attorney, on \_\_\_\_\_.

---

Witness/Attorney Member

**ENCLOSURE (2)**



## **SAMPLE LETTER OF RECOMMENDATION FROM OIC OR SNCOIC**

From: (XXOfficer eg.. Supply Officer) or (xx SNCOIC eg.. Supply SNCOIC)

To: Commanding Officer

Subj: RECOMMENDATION ICO *RANK NAME (PRIVATE JONES)*

1. Period of observation from xxxxx (Jul 1995) to xxxxx (present). Frequency of observation: (I observe Pvt Jones on a daily basis.)

2. Assessment of Marine's Performance: (Pvt Jones has been an average worker in the S-1 shop.) Assessment of Marine's character: (Pvt Jones has shown a lack of integrity since he joined the unit.)

3. Recommendation: Discharge under other than honorable conditions/ General discharge under honorable conditions/Honorable discharge/retention.

**ENCLOSURE (3)**

# ***BASIS FOR URINALYSIS TESTING***

<i>INSPECTION (GENERIC)</i>	<i>IO</i>	
<i>RANDOM SAMPLE</i>	<i>IR</i>	
<i>UNIT SWEEP</i>	<i>IU</i>	
<i>PROBABLE CAUSE</i>	<i>PO</i>	
<i>CONSENT TESTING</i>	<i>VO</i>	
<i>REHABILITATION</i>	<i>RO</i>	
<i>MISHAP INVESTIGATION</i>	<i>AO</i>	
<i>* <b>COMMAND DIRECTED</b></i>	<i>CO</i>	
<i>MEDICAL</i>	<i>MO</i>	
<i>* <b>NEW ENTRANT</b></i>		<i>NO</i>
<i>OTHER</i>	<i>OO</i>	

*SOURCE:*

*NAVADMIN MESSAGE 159/95 R 132141Z JUL 95*

*SUBJ: DD2624 URINALYSIS CHAIN OF CUSTODY FORM*

**\* NOT GOOD FOR NJP OR OTH**

ENCLOSURE (4)  
COUNSELING AND REHABILITATION

**(MARCORSEPMAN, par. 6105)**

BEFORE you **can separate someone for any of these reasons . . .**

    Parenthood (6203.1)  
    Physical condition not a disability (6203.2)  
    \* Personality disorder (6203.3)  
    Entry level performance and conduct (6205)  
    Unsanitary habits (6206.5a)  
    Unsatisfactory performance of duties (6206.5b)  
    **Minor disciplinary infractions (6210.2)**  
    **Pattern of Misconduct (6210.3)**  
    Weight Control Failure (6215)

**. . . you MUST:**

    Tell them **what** their problem is  
    Tell them **how to correct** their problem  
    Tell them **who/what is available to help** them correct their problem  
    Tell them ("*comprehensive* explanation") what will happen to them if they don't  
    **Record the whole thing on page 11**

**. . . and THEN:**

**Wait** for them to demonstrate their "failure to overcome deficiencies" and then submit administrative discharge package

    \* **NO COUNSELING REQUIRED** under this basis if medical officer says Marine is a danger to self or others.

**Note:** Don't begin your 6105 counseling entry with "You are being retained in the naval service" This is outdated and may cause a problem if this is the last entry.

**THE FIRST NJP SHOULD ALSO HAVE A 6105 ENTRY FOR THE SAME MISCONDUCT, IF THERE ALREADY ISN'T A GOOD 6105 IN THE SRB. THIS WILL LAY THE FOUNDATION FOR PROCESSING IN THE EVENT OF FUTURE MISCONDUCT.**

**ENCLOSURE (5)**

**PARAGRAPH 6105 COUNSELING ENTRIES**

Paragraph 6105 counseling entries **MUST** contain the following 5 elements:

1. **Deficiencies:** List the deficiencies for which the Marine was counseled (i.e., disorderly conduct; DUI on date; civilian arrest for reason on date, UA from appointed place of duty...)
2. **Corrective Action:** List what corrective action the Marine can take (i.e., follow rules and regulations; refrain from driving after consuming alcohol; obey civilian laws...)
3. **Assistance Available:** Tell the Marine where assistance is available to help him/her overcome their deficiencies (i.e., chain of command; SACO; unit chaplain; legal officer)
4. **Failure to Take Corrective Action:** Tell the Marine that if he does not correct this deficiency or if he/she violates the UCMJ in the future, he/she could face administrative discharge or judicial proceedings.
5. **Written Rebuttal:** Tell the Marine that he/she has the right to submit a written rebuttal to this counseling entry.

The counseling entry **must** be signed by the Marine. There is no longer any requirement to have this entry signed by the Commanding Officer. However, if the Marine refuses to sign the entry, or is unavailable to sign the entry, the Commanding Officer or someone designated by the Commanding Officer must sign an entry immediately following the one the Marine refused to sign. (See IRAM para - 4012.2e)

## **SAMPLE PAGE 11 "6105" ENTRIES**

### **PARENTHOOD**

(Date). Counseled this date concerning the following deficiencies: Being unavailable for worldwide assignment due to failure to establish a child care plan per MCO 1740.13. Specific recommendations for corrective action: Establish a child care plan meeting the requirements of MCO 1740.13. Assistance is available through the family services center and chain of command. I am advised that failure to take corrective action may result in administrative separation or limitation on further service. I was advised that within 5 working days after acknowledgment of this entry a written rebuttal could be submitted and that such a rebuttal will be filed on the document side of the service record. I choose (to)/(not to) make such a statement.

SNM

**ENCLOSURE (5)**

### **PHYSICAL CONDITION NOT A DISABILITY**

(Date). Counseled this date concerning the following deficiencies: Pseudofolliculitis barbae. Specific recommendations for corrective action: Comply with treatment plan provided by medical personnel. Assistance is available through medical department representatives. I am

advised that failure to take corrective action may result in administrative separation or limitation on further service. I was advised that within 5 working days after acknowledgment of this entry a written rebuttal could be submitted and that such a rebuttal will be filed on the document side of the service record. I choose (to)/(not to) make such a statement.

---

SNM

*NOTE: The time to make the entry is when a person is first identified with the condition, NOT when medical personnel have already completed the course of treatment and recommended separation.*

## **SAMPLE PAGE 11 "6105" ENTRIES**

### **PERSONALITY DISORDER**

(Date). Counseled this date concerning deficiencies: Diagnosed with a personality disorder, frequent tardiness, and periods of weeping while performing routine military duties. Specific recommendations for corrective action: Take stock of myself; report to work on time; resolve to complete this enlistment with honor. Assistance is available through my chain of command, the base psychologist, and the base chaplain. I am advised that failure to take corrective action may result in administrative separation or limitation on further service. I was advised that within 5 working days after acknowledgment of this entry a written rebuttal could be submitted and that such a rebuttal will be filed on the document side of the service record. I choose (to)/(not to) make such a statement.

---

SNM

*NOTE: Remember that a "6105" counseling is not required if SNM is a danger to self or others.*

### **ENCLOSURE (5)**

### **UNSATISFACTORY PERFORMANCE OF DUTIES**

(Date). Counseled this date concerning deficiencies: Constant tardiness; taking eight hours to correctly record ten rifle qualification scores in service records; failing two consecutive PFTs. Specific recommendations for corrective action: Report to work on time; study the IRAM concerning service record entries; practice my typing skills; exercise a minimum of one hour per

day, three days a week. Assistance is available through my supervisors, my chain of command, and fitness instructors at the station gymnasium. I am advised that failure to take corrective action may result in administrative separation or limitation on further service. I was advised that within 5 working days after acknowledgment of this entry a written rebuttal could be submitted and that such a rebuttal will be filed on the document side of the service record. I choose (to)/(not to) make such a statement.

---

SNM

## **SAMPLE PAGE 11 "6105" ENTRIES**

### **OVERWEIGHT**

(Date). Counseled this date concerning deficiencies: Overweight (current wt 200 lbs; max wt by MCO 6100.10B is 186 lbs.) Specific recommendations for corrective action: Diet/exercise to reduce weight/body fat below maximum permitted by MCO. Assistance is available through my chain of command and squadron training personnel. I am advised that failure to take corrective action may result in administrative separation or limitation on further service. I was advised that within 5 working days after acknowledgment of this entry a written rebuttal could be submitted and that such a rebuttal will be filed on the document side of the service record. I choose (to)/(not to) make such a statement.

---

SNM

*(Don't confuse this entry with the page 11 entry concerning assignment to the weight control program, which was deleted} from the IRAM. Likewise, don't confuse this entry with the unit counseling required by MCO 6100. 10B when there is no weight loss in a 2 week period.)*

### **ENCLOSURE (5)**

### **MISCONDUCT (MINOR DISCIPLINARY INFRACTIONS/PATTERN OF MISCONDUCT)**

(Date). Counseled this date concerning deficiencies: Disrespect to a superior commissioned officer; assault. Specific recommendations for corrective action: Comply with all military regulations; do not violate the UCMJ or federal state/local statutes. Assistance is available through my chain of command. I am advised that failure to take corrective action may result in

administrative separation under other than honorable conditions or limitation on further service. I was advised that within 5 working days after acknowledgment of this entry a written rebuttal could be submitted and that such a rebuttal will be filed on the document side of the service record. I choose (to)/(not to) make such a statement.

---

SNM

## **SAMPLE PAGE 11 "6105" ENTRIES**

### **ALCOHOL-RELATED INCIDENT**

(Date). Counseled this date concerning my alcohol-related incident, specifically DWI (.08 BAC). Specific recommendations for corrective action: Don't drink and drive; comply with program established by the substance abuse counselors. Assistance is available through my chain of command, the substance abuse counseling center, and the squadron substance abuse counselor. I was advised that within 5 working days after acknowledgment of this entry a written rebuttal could be submitted and that such a rebuttal will be filed on the document side of the service record. I choose (to)/(not to) make such a statement.

---

SNM

*Note: IRAM, 4012.3z also states that the entry shall include the date seen by a substance abuse counselor, date assigned to/completed Level I/II/III treatment program/aftercare, and whether completion was successful or unsuccessful. This is unrealistic and counterproductive from a separation processing point of view. Since scheduling, in-patient care, and aftercare for Level III can take 18 months, are you supposed to wait that long to record the entry? Certainly not. Make the above entry as soon as an incident occurs and BEFORE the Marine sees a counselor. That way, if the Marine refuses treatment as soon as he/she sees the counselor, there is no doubt that he/she has already been put on notice of the consequences of his/her actions. The remaining information (date seen, date assigned, etc) can be covered in separate, subsequent page 11 entries.*

**ENCLOSURE (5)**

### **DRUG-RELATED INCIDENT**

(Date). Counseled this date concerning my illegal drug involvement, cocaine usage identified through urinalysis confirmed by NavDrugLab JAXFL msg 120900Z Oct 93. Specific recommendations for corrective action: Don't use drugs. Seen by substance abuse counselor on (date). I was advised that within 5 working days after acknowledgment of this entry a written

rebuttal could be submitted and that such a rebuttal will be filed on the document side of the service record. I choose (to)/(not to) make such a statement.

---

SNM

*Note: IRAM, 4012.3y discusses the use of a "failure to take corrective action" statement. This is no longer applicable and should not be used, since administrative separation processing of all personnel who use drugs is now mandatory. There is still a requirement, however, for all persons identified AND CONFIRMED as drug users to be seen by substance abuse counselors.*

**ENCLOSURE (5)**

**TIME SAVERS FOR UNITS**

1. UNITS NEED TO ENSURE THAT ALL INFORMATION THAT IS INCLUDED IN THE PACKAGE IS UP TO DATE. UNITS OFTEN FORGET TO INCLUDE PG. 11'S AND NJP'S THAT OCCUR AFTER THE MARINE HAS BEGUN TO GET PROCESSED. UNIT'S ALSO



FORGET TO UPDATE THE CHRONOLOGICAL RECORDS OF MARINES WHO WENT UA.

2. MOST OF THE TIME THE MCABWA FORM DOESN'T HAVE UP TO DATE INFORMATION.

3. ALL BOARD PACKAGES SHOULD BE ACCOMPANIED BY SRB'S.

4. UNIT NEEDS TO CHECK SNM'S SRB FOR PRESERVICE WAIVERS (LOCATED ON DD FORM 1966/1 SECTION 19G OR 21 SERVICE REQUIRED CODES LOOKING AT NUMBERS 69-140).

5. UNIT NEEDS TO ENSURE THAT IF SNM CHOSE TO MAKE A STATEMENT THAT IT IS INCLUDED IN PACKAGE OR THAT AN ENTRY IS MADE EXPLAINING WHY THE ENTRY WASN'T SUBMITTED.

6. PRO/CONS NEED TO BE UP TO DATE.

7. ALL DRUG DOCUMENTS ARE IN PACKAGE

A. UNCLASSIFIED MESSAGE.

B. LOG BOOK SIGNATURE.

C. URINE SAMPLE CUSTODY DOCUMENT. (Both sides of page)

8. A MARINE WHO IS BEING PROCESSED FOR DRUG ABUSE SHOULD BE EVALUATED BY JDAC BEFORE PACKAGE IS BROUGHT TO JLC. *SET UP APPOINTMENT AS SOON AS YOU GET THE DRUG LAB MESSAGE.*

9. DO NOT PUT THE MARINE ON LEAVE WITHOUT COORDINATING WITH THE OIC OF THE ADMINISTRATIVE LAW SECTION.